



Brussels, 18 August 2022

CALL FOR EXTERNAL EXPERTISE

No Going Back: Protecting rights and promoting social dialogue in aviation through times of crisis **Project No.101048649**

1. Background

The aim of the project 'No Going Back: Protecting rights and promoting social dialogue in aviation through times of crisis' is to learn from the experiences of the COVID-19 pandemic and help prepare trade unions for future crises through a combination of written guidance material and practical training through implementation workshops. A particular focus will be on change management and the expected changes through the green and digital transition and the recovery from the COVID-19 pandemic in the aviation sector.

2. Purpose of the Contract

The project will have two external experts, one of which will be required to develop the written guidance material and a second who will be responsible for providing training of the guidance material and other change management skills. The second expert will be sought at a later date. **While we welcome applications for both roles, this call is specifically for a desk researcher with expertise in the industrial relations and crisis management.** Previous aviation experience would be an advantage but is not a requirement.

3. Tasks to be performed by the expert

3.1 Description of Task

The expert will be required to lead on all tasks in Phase 1 of the Project: 'Research and





Respond'. These will include:

- Research and identify key issues of affiliates and stakeholders
- Study union and employer responses to the COVID-19 crisis and identify the use or potential for use of Just Transition principles
- Identify and analyse broader social issues caused by COVID-19 and their impact on workers and their families
- Support the development of greater solidarity and cooperation amongst national affiliates in aviation for the benefit of workers
- Engage with stakeholders and affiliates to identify and develop concepts and best practices
- Identify real-world best practice solutions in responding to crisis from both aviation and other sections as well as beyond Europe
- Write paper identifying best practice in crisis management to be used as a guidance material for unions in their national context within 1 year of the beginning of the contract
- Assist in the development of training material based on the paper published
- Host conference (virtual or physical) to launch guidance material to ETF members
- Regularly report progress to the Project Steering Group and at other events as required

3.2 Guidance and indications on task execution and methodology

The external expert will be working under the guidance of and in close cooperation with the Project Steering Group and in particular the Head of Aviation of the ETF.





4. Expertise required

The tenderer shall prove his/her expertise with examples of his/her work. The contract will only be awarded to tenderers that can prove they fulfil the following criteria:

- Fluent in English (both oral and written)
- Sound knowledge of industrial relations and crisis management
- Knowledge of EU legislation
- Practical expertise in trade union activity, including negotiations
- Knowledge of the aviation sector is an asset
- A deep understanding of the principles and values of trade unionism
- Respect for budgetary constraints

The expert can be an individual, an organisation or a consortium made up of several entities.

5. Time schedule and reporting

The project will start on 1st November 2022 and the tenderer will be required for 12 months from that date. The expert is expected to work for 35 days during this period. The following reporting deadlines will apply:

Steering Group Meeting 1	8 th December 2022
Project Launch	14 th December 2022
Civil Aviation Section Meeting	June 2023 (TBC)
Steering Group Meeting 2	September 2023 (TBC)
Launch of Guidance Material	October 2023 (TBC)

Additional deadlines may be added during the project by the Project Steering Committee in discussion with the tenderer.

6. Payment and standard contract

The expert will receive an advance and final payment following the EU rules and upon



receipt of the correct invoice. Payment will be made in three phases:

- 30% upon signing the contract
- 35% after the delivery of the draft guidance material paper
- 35% after the completion of the contract

A standard contract template can be received upon request.

The maximum budget available (covering all taxes including VAT¹) is **22,143 EUR**. This amount does not include travel, hotel and subsistence costs that will be covered by the ETF separately.

7. Selection criteria related to the financial and technical capacity of the bidders

A proof of sound finances can be requested by the bidder.

8. Award criteria related to the quality of the bids received

The contract will be awarded to the tendered whose offer represents the best value for money – taking into account the following criteria:

Criterion	Description	Value
Price	Best value for money	20%
Quality and expertise	Proven expertise in: <ul style="list-style-type: none"> - Fluency in English (both oral and written) - Knowledge of industrial relations and crisis 	40%

¹ Services delivered from outside of Belgium are subject to Belgian 21% VAT which must be considered as part of the total price



	<p>management</p> <ul style="list-style-type: none">- Knowledge of EU legislation- Practical expertise in trade union activity, including negotiations- Knowledge of the aviation sector is an asset- A deep understanding of the principles and values of trade unionism- Respect for budgetary constraints-	
Approach, clarity	Structured and open approach	30 per cent
Language	Ability to write and speak in clear and concise English	10 per cent
TOTAL		100 per cent

9. Content and presentation of the bids

9.1 Content of the offers

The offer must indicate how candidates meet the criteria listed above, as well as indicate the total price of the consultancy.

Individual candidates

In case of offers submitted by individual candidates, a CV should be attached.

Organisations

In the case of offers submitted by organisations, a list of the organisation's activities in fields relevant for the task to be performed should be attached as well as the CVs of the people who will be involved in the project.





References should also be provided.

Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include sub-contractors in addition to the members of the group. In case of joint tender, all members of the group assume joint and several liabilities towards ETF for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) to ETF for administrative and financial aspects as well as operational management of the contract.

After the award, ETF will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

9.2 Presentation of the offers

The offers, including a CV, must be sent to Eoin Coates, Head of Aviation at e.coates@etf-europe.org.

9.3 Deadline

The deadline for offers is on **Friday 23rd September 2022.**

